**Date**: Tuesday, 9/7/2017

**Attendees**: Quek Yew Kit, Rayney Khoo, Jonathan Tan, Teo Wei Shen

**Absentees**: Wilson He (working shift)

**Time**: 2:00 pm – 6:00 pm

**Venue**: Library Project room 2-5

**Agenda:**

1. Discussion of Wilson leaving the team
2. Future plans/ refinement for backlog

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| --- | --- | --- | --- |
| **No.** | **Task** | **Follow Up** | **Due Date** |
| **1** | **Wilson deciding to leave the team due to personal reasons**   * Yew kit to inform lingxiao and ben gan that Wilson will be leaving | Yew Kit | 11/7/2017 |
| **2** | **Addition of new member to the team – Sidra**   * Yew Kit to meet up with Sidra to discuss availabilities and her skillsets to possibly contribute to the team | Jonathan | 11/7/2017 |
| **3** | **Change management**   * Jonathan to read up more on android development to help in managing the transition for handover | Jonathan | Immediately |

The meeting was adjourned at 06:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jonathan

Vetted by,

Quek Yew Kit